

PREScribed WRITTEN PLAN FOR MAIL BALLOT ELECTIONS

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13-19-205, MCA

1. Legal name of jurisdiction: _____
2. Jurisdiction is: ☐ County ☐ Municipality ☐ School ☐ Drainage ☐ Fire
☐ Irrigation ☐ Water & Sewer ☐ Other: _____
(If applicable, check one: ☐ Creation ☐ Bond ☐ Trustee) ☐ Other: _____
3. Type of election: ☐ Regular election for the district with no other elections taking place at the polls on this day in the district
 ☐ Special election on ballot issues with no other elections taking place at the polls on this day in the district
 ☐ Other: _____

4. Election Day is: _____ and estimated number of eligible electors is: _____
5. The jurisdiction involves: ☐ a single county district ☐ a multi-county district
6. If the jurisdiction is multi-county list all election administrators and counties/school districts involved: _____
_____ (all parties listed in this section must sign on next page)
7. One person chiefly responsible for election: _____
8. If election is for school district purposes, the election will be conducted by: ☐ school clerk ☐ election administrator
9. Proportional voting: ☐ is not required for this election. ☐ is required for this election.
10. If proportional voting is required, state the applicable statute: _____ and give method you will use to satisfy the statutory requirements for proportional voting: _____

11. Voting ☐ is not permitted by electors who are eligible but otherwise not registered in the jurisdiction.
 ☐ is permitted by electors who are eligible but otherwise not registered in the jurisdiction.
12. If voting is permitted by electors eligible but not registered in the jurisdiction, state applicable statute(s): _____

Describe the eligibility requirements in the statute(s) _____

13. Number of places of deposit _____ If other than your office, list places and addresses: _____

If you plan to hold several elections of different types on the same day, and your procedures will be the same for all elections, complete both pages of this form for one of the elections, and the first page only for each of the other elections. Attach and return all sheets, along with a completed timetable.

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FOR EACH OF THE FOLLOWING, PLEASE EXPLAIN WHAT YOU WILL DO:

14. If ballots are returned as undeliverable: _____

Note: Undeliverable ballots must be filed securely, retained and available for individuals to come in and vote. The Election Administrator shall mail a confirmation notice to the elector whose ballot was returned undeliverable and follow the guidelines in 13-19-313, MCA.

15. When ballots are returned by elector for counting, postage will be paid by: _____

16. If elector is required to apply postage, insufficient postage will be handled by: _____

17. For a school election conducted by the school district clerk, give a brief narrative of the procedures to be followed from the time ballots are received from the electors until they are tabulated, including a description of procedures for transport of ballots to and from the County Election Administrator for signature verification:

18. Describe procedures you will use to ensure security for the ballots: _____

Submitted by: _____

County/School District: _____

Date submitted: _____

Election Administrator(s):

Signature: _____ County: _____

Signature: _____ County: _____

Signature: _____ County: _____

Signature: _____ School District: _____

BE SURE TO ENCLOSE YOUR WRITTEN TIMETABLE!